

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

4 March 1970

MEMORANDUM FOR: Chief, Logistics Services Division, OL

SUBJECT: Office Space Modification, HPS/OL
Room 1012, Ames Center Building

1. The Building Planning Staff located in Room 1012, Ames Center Building will be utilizing the space formerly assigned as a conference room to the Procurement Staff, located contingent to the present HPS space.

2. A proposed revised office layout of the HPS is attached. Some telephone and power revisions are required utilizing existing floor outlets only. A few additional items of standard issue metal furniture are needed and some equipment will be PTH'd.

3. Your assistance in arranging for the needed services to accomplish this work and the related move is requested. The contact for this work is [REDACTED] Room 1012 Ames Center Building, Extension 3553.

STATINTL

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[REDACTED]
Executive Office, OL

Att: Described above

Distribution

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OL/HPS [REDACTED] mcv/3553
(4 March 1970)

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